



Volunteer Services Coordinator

Characteristics of Work

This is responsible professional position involving the performance of coordinating volunteer services for patients/residents/clients in a state agency. The Coordinator's duties include the study of needs, planning for provision of these needs and direct supervision of the volunteers. Duties are performed under the direct supervision of an administrative superior and in cooperation with other professional staff in close association with community leaders, individuals, groups, and organizations.

Examples of Work

Examples of work performed in this classification include, but are not limited to, the following:

Recruits, selects, trains and refers volunteers for placement in appropriate departments/services.

Assists staff in determining the need for volunteer assistance and in developing assignments.

Informs staff as to proper, effective and creative use of volunteers.

Integrates volunteers as lay members of treatment programs to supplement staff effort in the total treatment programs.

Informs the community regarding volunteer services and activities.

Participates in budget planning.

Provides public recognition of volunteers.

Develops close collaborative relationships with community organizations and individuals.

Writes and adopts job descriptions for all classifications of volunteer services personnel which shall be reviewed periodically, updated, and dated to indicate the most recent review.

Arranges for equipment, supplies, and materials which will be used in the volunteer's work.

Performs counseling and supportive services to volunteers, as a group or individually, in working with the patients and staff.

Develops written policies and procedures for the provision of volunteer services.

Maintains records and reports.

Conducts periodic evaluation of volunteer services in cooperation with appropriate facility staff.

Performs related or similar duties as required or assigned.

Essential Functions

The essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring agency.

1. Recruits, selects and places volunteers.
2. Trains and provides orientation for volunteers.
3. Plans, organizes and supervises volunteer services and events.

Minimum Qualifications

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Sedentary Work: May occasionally walk or stand and/or occasionally move light objects, materials, etc.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Field of Vision: Ability to observe an area up or down, left or right while eyes are fixed on a given point.

Speaking/Hearing: Ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The incumbent is occasionally required to walk; stand; and reach with hands and arms.

Experience/Educational Requirements:

Education:

A Bachelor's Degree from an accredited four-year college or university in public relations, communications, psychology, criminal justice, or a related field.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED).

AND

Experience:

Four (4) years of experience related to the above described duties.

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

Interview Requirements

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.